**学历留学生居留许可加注勤工助学申请指引**

根据《中华人民共和国外国人出入境管理条例》第二十二条的规定，现制定我校外国留学生勤工助学管理办法。

留学生勤工助学是指学历留学生因经济困难，求学期间在不影响学业的情况下，利用课余时间从事可以获得一定报酬以补贴日常所需的活动。

**（一）条件要求**

1.须为在校学历留学生（包括大二以上本科生和研究生）并取得居留许可；

2.上一学期的考勤平均出勤率须达到80%以上，所有必修课须及格以上。

3.不得同时在两个（含）以上单位勤工助学；

4.勤工助学单位已在南阳市公安局出入境管理局备案登记；

5.勤工助学期间，单位须为学生购买人身意外伤害保险；

6.每次申请有效期一般不超过半年。

**（二）办理流程**

1.在国际交流合作处网站上下载《南阳师范学院外国留学生办理居留证件加注勤工助学申请表》并填写；

2.学生与用人单位签订勤工助学协议书；

3.将《南阳师范学院外国留学生办理居留证件加注勤工助学申请表》和勤工助学协议书递交至国际教育学院，国际教育学院审批同意后盖章，并出具《外国留学生勤工助学同意函》；

4.持相关材料至出入境管理局办理居留许可加注勤工助学。

**（三）注意事项**

1.勤工助学加注可与居留许可申请同时办理，须同时提交办理居留许可的其他相应材料；

2.留学生在加注手续办理完毕并取得相应回执后才能从事勤工助学活动；

3.提交的所有资料须真实可靠，如有弄虚作假，学校有权取消已加注好的居留许可，且一年内不再批准其申请；

4.学校将对成功申请的学生定期检查考勤、成绩等学习情况，如发现因勤工助学而影响学习的，有权取消已加注好的居留许可；

5.勤工助学期间如有违法违规行为，学校将取消其居留许可，并按照规定给予处罚；

6.因个人原因无法完成勤工助学而产生的后果由申请人承担；

7.勤工助学为自愿参加，学生如在过程中发生物品的坏损或丢失、与他人冲突、急性疾病、意外事故等，学校不承担因意外伤亡或个人的经济损失而产生的任何法律责任和相关的费用。

南阳师范学院国际教育学院

2021年6月7日

**Guidance on application for Work to Support Study Program with addition endorsement to residence permit for international degree students**

According to the Article 22 regulation of “The People’s Republic of China on Control of The Entry and Exit of Aliens”, the application guidelines for work to support study program for degree international students of Nanyang Normal University have been formulated.

work to support study for international students refer to due to financial difficulties, international students with academic qualifications can use their spare time to engage in activities that can obtain a certain remuneration to subsidize their daily needs without affecting their studies.

**(1) Conditions &Requirements:**

1. The applicant must be an international degree student (including sophomore or above undergraduate and postgraduate) and obtain a residence permit.

2. The average attendance rate of the previous semester must be 80% or above, and all compulsory courses must be passed.

3. The applicant cannot work in two or more units at the same time.

4. The work unit has been registered with the Entry-exit Administration Office of Nanyang Public Security Bureau.

5. During the work to support study, the unit must purchase personal accident insurance for the student.

6. The validity period of each application generally does not exceed half a year.

**(2) Procedures:**

1. Download the Application form for work to support study program for International Students of NYNU from the website of College of International Education and fill in it.

2. Sign a work to support study agreement with the employer.

3. Submit the Application form for work to support study for International Students of NYNU and the work agreement to the College of International Education. The College of International Education will evaluate the application and the leader in charge will sign and stamp on the application form. Then, the letter of approval for work to support study for international students will be issued.

4. Bring relevant documents to the Exit-Entry Administration Bureau to apply for a residence permit with addition endorsement for work to support study.

**(3) Cautions:**

1. Addition endorsement for work to support study program can be processed with the residence permit application, and other relevant materials for the residence permit must be submitted at the same time.

2. International students can only engage in work to support study activities after completing the filling procedures and obtaining the corresponding receipt.

3. All materials submitted must be true and reliable. If fraudulent, the university has the right to cancel the registered residence permit and not approve its application within one year.

4. The university will regularly check the attendance, grades and other learning conditions of the students who have successfully applied. If it is found that the study is affected by work to support study, the university has the right to cancel the registered residence permit.

5. If students violate laws or regulations during the work to support study, the university will cancel their residence permit and impose penalties in accordance with regulations.

6. The applicant shall bear the consequences of failing to complete the work to support study program due to personal reasons.

7. The work to support study is voluntary, if students experience damage or loss of items, conflicts with others, acute illness, accidents, etc. during the work to support study program, the university does not bear any legal liability and related expenses arising from accidental casualties or personal economic losses.

College of International Education

Nanyang Normal University

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